

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120153-5

CONTROL NO. DDS/OL/SD-95

PREPARE IN DUPLICATE

XXXXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

Property In Use Acquisition Difference 4251

2. TYPE OF REPORT ☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL☐ TRAINING☒ LOGISTICS☐ SECURITY☐ MEDICAL☒ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Monthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

304

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer Print-Out

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS, OL/SD/FSB, OL/B&F

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

	3 pages	.03	.09	24	2.16
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TOTAL COSTS PER YEAR

2.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

See 14

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☒ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

5 Oct 70

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FORM 9-70

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Classification

(22-36-43)

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